



JAFZA eSERVICES Registration Letters User's Manual

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DOCUMENT DETAILS

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Version	Date	Author	Designation	Description of change

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Distribution

Version	Location

Apply for Owner Register Letters

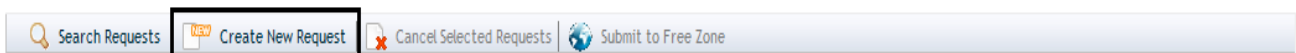
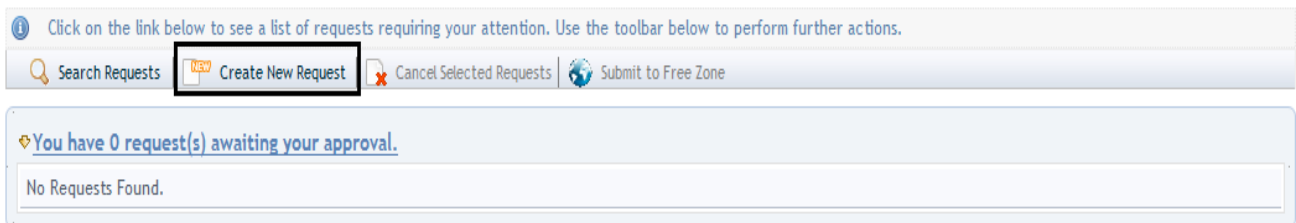
This service is to request for letters / No Objection Certificates for the Owner of the Company from JAFZA for companies registered with JAFZA..

Navigation:

1. Login to **Dubai Trade**
2. Go to **Registration** from the menu on the left
3. Then Go to **Apply for Owner Register Letters – Approval**



4. Click on **Create New Request**



5. Select the Letter / NOC Required

Formation Details
Register Of Address
Register Of Auditors
Register Of Banker
Register Of Branches
Register Of Director/Manager/Secretary
Register Of Financial Year
Register Of Names
Register Of Security Interests
Register Of Share Capital
Register of Distributions
Share Charge Register
Share Register- With Capital
Share Register- Without Capital
Winding Up Report Details

Apply for Owner Register Letters

The below screen will be displayed

Client Id
Name Of Company
Courier Collection/Delivery Required? * Counter Outside Freezone Within Freezone
Specify the reason for request / Additional Information for JAFZA
Prepared By .com


1. Select Courier Delivery/Collection Required?

Courier Collection/Delivery Required? Counter Outside Freezone Within Freezone

2. Specify the Reason for Request or give additional information for JAFZA.

Specify the reason for request / Additional Information for JAFZA

3. Click on  to save the request for future action.

Click  to submit the request to the Free Zone Authority for processing.

4. Click on **Pay now** to confirm charges and submit the request.

Pay Now Home Back

Please re-confirm the following details before forwarding to FZ Admin. Clicking on Pay Now will reserve the payment for the request from your Portal balance. This charge will be reversed if the request is returned by the Free Zone for clarification.

Total Charge Amount	
Deposit Amount	181,292
Current Balance Amount:(deposit minus amount reserved for pending requests)	117,048

SR Number	Created On	Charge

Pay Now Home Back

Procedure:

I. **Formation Details – This is to request for a Letter / NOC from JAFZA for the owner of the company with the company Formation Details.**

Select Formation Details

[Formation Details](#)

II. **Register of Address – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Address of the company.**

Apply for Owner Register Letters

Select Register of Address

[Register Of Address](#)

- III. **Register of Auditors – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Auditors of the company.**

Select Register of Auditors

[Register Of Auditors](#)

- IV. **Register of Banker – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Banker of the company.**

Select Register of Banker

[Register Of Banker](#)

- V. **Register of Branches – This is to request for a Letter / NOC from JAFZA for the owner of the company to register branches of the company.**

Select Register of Branches

[Register Of Branches](#)

- VI. **Register of Director/Manager/Secretary – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Director/Manager/Secretary of the company.**

Select Register of Director/Manager/Secretary

[Register Of Director/Manager/Secretary](#)

- VII. **Register of Financial Year – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Financial Year of the company.**

Select Register of Financial Year

[Register Of Financial Year](#)

- VIII. **Register of Names – This is to request for a Letter / NOC from JAFZA for the owner of the company to register Names of the company.**

Select Register of Names

[Register Of Names](#)

- IX. **Register of Security Interests – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Security Interests of the company.**

Select Register of Security Interests

[Register Of Security Interests](#)

- X. **Register of Share Capital – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Share Capital of the company.**

Select Register of Share Capital

[Register Of Share Capital](#)

- XI. **Register of Distributions – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Distributions of the company.**

Select Register of Distributions

[Register of Distributions](#)

- XII. **Share Charge Register – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Share Charge of the company.**

Select Share Charge Register

[Share Charge Register](#)

- XIII. **Share Register – With Capital – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Share – With Capital of the company.**

Select Share Register – With Capital

[Share Register- With Capital](#)

- XIV. **Share Register – Without Capital – This is to request for a Letter / NOC from JAFZA for the owner of the company to register the Share – Without Capital of the company.**

Select Share Register – Without Capital

[Share Register- Without Capital](#)

- XV. **Winding Up Report Details – This is to request for a Letter / NOC from JAFZA for the owner of the company with the Winding Up Report Details of the company.**

